

CIO Council Meeting Minutes ***– January 29, 2004–***

The January meeting was held at the Grimes Building, First Floor North Conference Room

1. **Welcome and Introductions** – Leon Schwartz welcomed everyone to the meeting and asked everyone to introduce themselves.

2. **ICN Update**

John Gillispie provided an update on the ICN legislative proposals:

- Senate Study Bill 3014 which Governor Vilsack introduced regarding the sale of the underlying ICN assets.
- Proposed Iowa Access quorum rule change
- Proposed weighted school funding for use of ICN services

Mike Bacino provided an update on the wireless pilots and proposed costs. If an agency is interested in exploring these services, please contact Mike Bacino or Phil Groner.

3. **ITE Update**

John Gillispie indicated that he had been requested to provide Governor Vilsack an update on the status of the network due to the latest virus attack. Since the Cyber Task Force was meeting, he was able to quickly poll agencies to provide an update. John asked CIO's to keep ICN and ITE updated on their agency's network status. ICN and ITE can provide assistance to agencies if needed.

4. **Email Content Management**

Tom Shepherd distributed the attached documents for discussion. Gordon Hendrickson discussed the proposed policy for e-mail. Department Directors will be provided a copy of the attached policy for discussion in approximately 2-3 weeks. The proposed rules will be released through the Administrative Rules process in April.



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DRAFT Email Policy.d



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retention and destruc

5. **DAS Technology Customer Council Update**

Leon Schwartz indicated that the council had met and approved proposed rates for the utility services. DAS planned to distribute a document with all proposed rates around January 15th. Tom Shepherd indicated that the rate document for all DAS services has been delayed and is targeted to be released by February 16th.

6. EIP Assessment Update

Wes Hunsberger thanked all CIO subcommittee members for the many hours of work assisting with the EIP assessment process. The survey instrument is complete and will be distributed shortly. Agencies will have 30 days to complete the remaining surveys. The Steering Committee has been formed and will meet on February 6th. The committee consists of 11 members – Chairperson, Molly Anderson, 3 Department Heads, 2 CIO subcommittee members, 1 AFSCME representative, 2 business leader representative, and 2 private sector members. Funding has not been identified for the consultant at this time. Wes indicated that he had received the personnel survey from 26 agencies and he will be contacting agencies that have not returned the survey.

7. Cyber Security Update

Greg Fay provided an update on the work of the Cyber Security Task Force. The survey has been distributed and is to be returned by February 10th. CIO members discussed the rating structure. A key point discussed was the 1-5 scale for answering most of the questions. It is important to read and understand the descriptions for each point on the scale. The scale may be different than you expect. Doing well might rate a 3, doing very well to excellent may be a 4, and doing everything nearly perfectly would be a 5. Agencies are requested to explain their rationale for answers in the comments section of the form if you are unsure or want to provide further clarification. Greg will distribute further clarification on security concerns and rating scale to all CIO's.

Greg indicated the committee would like to hear about the barriers or limitations that you are experiencing which keep agencies from doing more and anything else you feel would be important for the Task Force to understand.

8. Standards Issues:

Electronic Forms: Mark Uhrin indicated that several CIO's had expressed a desire to participate on the Electronic Forms sub-committee to review the current Jet-Forms standard. Due to the cost of Jet-Forms and the limited useage, this standard is being reviewed. Mark will schedule a sub-committee meeting.

Enterprise Survey Software: Leon Schwartz has been contacted about setting a standard for survey software. Due to limited meeting time, Leon indicated an informational e-mail will be sent to all CIO members to begin discussion of a proposed standard.

9. Enterprise IT Planning:

Leon Schwartz and John Gillespie discussed the need to put together a strategic IT plan for the next budget cycle. Leon shared that plans have been developed in the past and all look very different. Members discussed the need to define the mission of the plan and better understand the Enterprise business requirements. John requested that the plan be completed within 3-4 months. Please contact Leon Schwartz if you are interested in being part of a sub-committee to develop this plan. ITE will provide a project lead to coordinate the plan development. ITE is required to publish a strategic plan annually.

The Next CIO Council meeting is scheduled for February 26th from 1:00 –3:00 p.m. in the 1st Floor Grimes South Conference Room.

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| Attendees of the January 29, 2004 CIO Meeting |
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CIO Council Members Present

| Last Name | First Name | Department |
|------------------|-------------------|-------------------|
| Bacino | Mike | ICN |
| Boccella | John | AG |
| Erickson | Erwin | Auditor's office |
| Fay | Greg | DPH |
| Gast | Steven | DOT |
| Kammermeier | Kevin | DPS |
| Jacobs | Richard | IDRF |
| Murphy | Larry | Judicial |
| Naples | Joann | DNR |
| Nichols | Steve | DVRS |
| Peters | Judy | IWD |
| Pothast | Ron | ICRC |
| Schwartz | Leon | IPERS |

Others Present

| Last Name | First Name | Department |
|------------------|-------------------|-------------------|
| Davis | Harry | SOS |
| Halterman | Evelyn | Lottery |
| Groner | Philip | ICN |
| Hunsberger | Wes | DAS-ITE |
| Mehta | Nadir | DAS-ITE |
| Shea | Mike | ED |
| Tritch | Lorrie | DAS-ITE |
| Uhrin | Mark | DAS-ITE |

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| Shepherd | Tom | DAS-ITE |
| Gillispie | John | DAS-IE |